

Leah Sterrenburg

14 Lambkins Ave.
Bloomington, IN 47401
812-333-8033 • leaster@indiana.edu

Objective

To obtain an intern position with a non-government organization where I can use my Spanish language skills and experience in environmental studies and public interest outreach to promote agricultural and educational development.

International Work Qualifications

- Fluent in English, Spanish, and Portuguese. Moderately proficient in French and German.
- Publications include "Venezuelan Political Roots in Contemporary Times: Challenges to the Strong Man," *Journal of South American Studies*, no. 6 (2007) 549-570.
- Active Secret Security Clearance issued by the U.S. Dept. of State, 2008.
- Spent summer of 2008 in Mexico and spearheaded successful effort to establish new rural hospital near Guadalajara with funding from the U.S. government.

Education

Indiana University, Bloomington, IN (May 2010)

Bachelor of Arts
Major: International Studies; Minor: Environmental Science
GPA: 3.8/4.0

Leadership Experience

Theta Zeta Delta Multicultural Sorority, Bloomington, IN (September 2007–Present)
Vice President

- Communicated with alumni over the phone and organized alumni events, resulting in increased alumni support and over \$14,000 in new funds.
- Promoted female empowerment and multicultural leadership by partnering with other cultural centers on campus in high-profile lectures and other events.
- Mentored new members, provided guidance to a group that began its own nonprofit startup, Bloomington Cares.

Indiana University Residential Programs and Services, Bloomington, IN (September 2006–May 2008)

Residence Hall Floor President

- Planned and implemented 10 programs a semester for over 40 residents, with topics on health-and-wellness, international affairs, U. S. politics, and education.
- Resolved students' concerns by acting as ombudsman for floor residents and presenting issues to Residential Programs administrators.

Things to note about Leah's resume:

- Leah's objective is a bit wordy and uses the personal pronoun "I." Personal pronouns are allowed in the objective statement of a resume, but because they are so rare, it is best to avoid them. You also want your objective statement to be focused and to the point.
- She makes use of a qualifications summary that emphasizes relevant experiences and accomplishments to entice the reader to further examine her resume. A qualifications summary should only be used when one has a lot of experience and accomplishments that might otherwise get lost on the resume or when you want to use a combination of smaller accomplishments from various experiences to make a single compelling argument. A qualifications summary should not be used to list random facts, ideas, or skills.

Jenny Lucent

3428 Buckminster Ct. • Bloomington IN, 47408
Cell: 314-159-2653 • Home: 812-161-8033 • jlucent@indiana.edu

Objective: Seeking a Biochemistry internship where I can use my two years' experience designing experiments and conducting laboratory research.

Education

Indiana University, Bloomington, IN (May 2010)

Bachelor of Science

Major: Microbiology

Minors: Chemistry, Comparative Literature, Swedish

GPA: 3.4/4.0

Lab skills:

- Microbiology: Hemagglutination, mycoplasma, viral plaque, and antibody neutralization assays; gram-positive and gram-negative bacterial culture and identification; phage therapy
- Molecular biology: PCR reactions; DNA repair, cloning, and sequencing; transposition/transduction; gene fusion
- Chemistry: Recrystallization; extraction; distillation; gas chromatography; high performance liquid chromatography

Research Experience

Indiana University Department of Biology, Bloomington, IN (September 2008–Present)
Laboratory Technician, Laurent Geistvoll Laboratory

- Study ecological interactions such as herbivory, seed predation, and seed dispersal in the evolutionary trajectories of new species in the sunflower genus *Helianthus*
- Measure and analyze the introgression of insect herbivore resistance traits
- Maintain a clean and orderly laboratory environment
- Write and file reports every two weeks in order to track each experiment's progress

IU Dept. of Medicine, Division of Clinical Pharmacology, Indianapolis, IN (Summers 2006-2007)

Research Technician

- Studied individualized response to drug therapy
- Performed kinetic, inhibition, and correlation analyses in human liver microsomes and experiments in expressed human cytochromes P450 to identify primary and secondary metabolic routes of exemestane and the P450s, catalyzing these reactions at therapeutically relevant concentrations

U.S. Geological Survey, Indianapolis, IN (Summers 2004 and 2005)

Student Trainee (Hydrology)

- Collected algal biomass and chlorophyll data, analyzed samples

Things to note about Jenny's resume:

- While Jenny does not list a specific organization or position in her objective, she does list a type of position and a few skills and experiences she brings to the table.
- As part of her education section, Jenny lists lab skills she acquired through her studies at IU, which is helpful given her goal of a laboratory research internship.



INDIANA UNIVERSITY

CAREER DEVELOPMENT CENTER AND
ARTS AND SCIENCES CAREER SERVICES

Bloomington

Writing a Resume

Your resume is your personal marketing document, tailored to a specific job; it is not a complete work history or a record of all you've done. The purposes of a resume are to persuade an employer that you can do a particular job and to get an interview. An effective resume focuses on what you've done in the past that matches the employer's present needs.

Before writing

Read the job description carefully and identify skills and qualities sought by the employer. Consider which ones you possess. Tailor your resume for each position by using the employer's own words to describe your past experience.

Key points

- Keep your resume to one page unless it is for something academic (like a scholarship, fellowship, or graduate school).
- Place the most important information first.
- Use scant, consistent formatting to make the resume easy for the reader to skim.
- Make sure your resume is error-free.
- Do not include personal information such as birth date, a photo, or ethnicity.
- Avoid abbreviations, slang, and jargon.
- Don't mention your references on your resume; create a separate page for this. See our References and Recommendations handout on this topic.

Contact information

Include your name, full mailing address (list both permanent and local addresses, along with effective dates, only if necessary), phone number, and email address. Your name should be the largest item on the page.

Objective (optional)

- Begin the objective with active verbs such as “seeking,” “desire,” or “to obtain.”
- Be as specific as possible to type of position and industry.
- Briefly mention your relevant skills and experience.
- Do not talk about what you hope to gain from the employer.

Education

- High school information should not appear on a professional resume unless it is extremely relevant to the position for which you're applying. Include the university from which you're taking your most recent degree and any others only if they're relevant.
- Make your list from newest to oldest by end date.
- For each relevant educational experience, provide: the name of the institution, the city and state where the institution is located, the degree you will earn (spelled out, e.g., “Bachelor of Arts”), the month and year you earned (or will earn) the degree, and your majors, minors and concentrations.
- GPA is optional and can enhance a resume if it is 3.0 or higher (based on a 4.0 scale).
- Consider including relevant coursework, training, and certifications (such as CPR) in this section.
- If you personally financed more than 50% of your education by working during school or from awarded scholarships (not loans), you may want to mention it in this section.
- Include relevant or impressive honors and awards in this section.

Experience

Use categories in a creative way that will allow you to group together and emphasize your most important experiences. For example, if you are applying for a sales position, consider a “Sales Experience” or “Customer Service Experience” category for your most relevant experiences plus a “Leadership Experience,” “Community Outreach Experience,” or other category for less relevant experiences. You may also use the more generic headers of “Related Experience” and “Additional Experience” if those categories, you feel, are the most effective to convey your message to potential employers.

- Include full-time, part-time, volunteer, internship, cooperative, laboratory, and clinical experiences relevant to your field, whether they were paid or unpaid.
- Within your categories, make your list from newest to oldest by end date and include the name of the organization, the city and state where the organization is located, your title (e.g., “Assistant Manager” or “Volunteer”), and start and end dates including month and year.
- Describe your achievements at the position using bulleted accomplishment statements (see below).

Accomplishment statements

- Accomplishment statements, which indicate what you accomplished within a particular position, are somewhat formulaic and should:
 - Begin with a skill (or skills) in active voice. (Do not begin statements with nouns, non-skill verbs or passive phrases such as “responsible for” or “duties included.”)
 - Qualify or contextualize the skill by briefly describing how, why, or with whom the skill was applied.
 - Quantify any information that would give the reader a better of idea of the scope of the accomplishment (how much, how many, etc.).
- Emphasize the benefit you made to the organization (Did you make something more efficient? Achieve something new? Exceed performance?).
- A typical experience will have 2-5 accomplishment statements.
- Skills should be in present tense if you are still doing the activity as part of the experience; past tense if you are not.
- Example accomplishment statements:
 - “Implemented advanced assembly procedures to increase production 10% by reducing turnaround time from 5 to 4 days”
 - “Trained 12 new employees in customer service and telephone procedures”
 - “Administered campus tours and served on informative panels to encourage prospective students to attend the university”

Skills

Try to incorporate your skills in your accomplishment statements (your bullets) like in the Spock McFadden example. Only include a separate skills section if the job calls for specialized knowledge or qualifications, as with the Jenny and Leah examples.

Languages

Include only if relevant and if you are confident you could use the language at the position. Accurately describe your skill level:

- Literate: Can comfortably read and write the language.
- Conversational: Can speak the language.
- Proficient: Can read, write and speak the language well.
- Fluent: Can read, write and speak the language with similar skill to a native speaker. (You must be prepared to be interviewed and work in this language.)

Computer: If relevant, describe the relevant software, languages, and hardware, as well as your skill level.

Laboratory: If relevant, include information about laboratory procedures you can conduct or equipment you can operate.

Publications and presentations

If relevant, list your presentations and publications.

Sample skills

Planning skills

Created
Designed
Developed
Devised
Estimated
Experimented
Formed
Formulated
Initiated
Innovated
Instituted
Invented
Justified
Laid out

Organized
Planned
Projected
Reorganized
Revised
Scheduled
Solved
Systematized
Transformed

Skills in assuming responsibility

Adopted
Arranged
Compiled

Developed
Established
Evaluated
Implemented
Improved
Initiated
Installed
Maintained
Operated
Performed
Prepared
Produced
Reviewed
Simplified
Sold

Skills in working with others

Administered
Advised
Approved
Conducted
Consulted
Controlled
Coordinated
Counseled
Decided
Delegated
Determined
Directed
Enlisted

Facilitated
Guided
Instructed
Interpreted
Led
Managed
Negotiated
Recommended
Supervised
Trained

Investigative skills

Analyzed
Assessed

Calculated
Computed
Evaluated
Observed
Proved
Researched
Reviewed
Verified
Experimented
Projected

For additional skills, www.iucareers.com/students/job_search/verbs.php

Ginny Smiles

123 S. Main St.
Bloomington, IN 47404
(Until May 1, 2009)

960 Hastings St.
Baldwin, NY 11510
(After May 1, 2009)

812-219-6001
gsmiles@indiana.edu

OBJECTIVE

Seeking a Marketing Assistant internship with Hill Public Relations where I can use my experience in marketing, advertising, and collaboration to publicize and promote clients' business.

EDUCATION

Indiana University

Bachelor of Arts

Major: Psychology; Minor: Communications and Culture

Completed Liberal Arts and Management certificate program

GPA: 3.8/ 4.0

Bloomington, IN
May 2010

RELATED EXPERIENCE

Fishers Parks and Recreation Department

Recreation Intern

- Programmed nine weeks of summer day camps for 75 children ages 6-12
- Designed and implemented 4 new activity programs and 2 new special events
- Coordinated park rentals and events using Rec-Trac software
- Supervised 15 counselors, organized training, coordinated activities, and facilitated weekly staff meetings

Fishers, IN
Summer 2008

Indiana University Union Board

Vice President for Programming

- Lead the 5-member Budgetary Affairs Committee charged with oversight of the organization's \$100,000 budget
- Evaluate performance of each of the 13 programming committees and their marketing strategies to ensure it is consistent with the organization's mission and budget

Bloomington, IN
September 2007-May 2008

Assistant Director of Forums

- Collaborated with committee to select topics for and facilitate 12 public awareness and entertainment programs for IU students
- Publicized programs by contacting campus groups and creating flyers with Adobe Photoshop

September 2006-May 2007

OTHER WORK EXPERIENCE

Malibu Grill

Server

- Serve 7-10 tables simultaneously per shift in fast-paced environment
- Independently account for about \$1,200 nightly in receipts, tips, and tip-out

Bloomington, IN
September 2008-Present

Old Navy

Sales Associate

- Created and placed displays to effectively market new products and store productions
- Promoted corporate products such as the Old Navy credit card
- Worked as part of a team to stock sales floor and meet sales goals

Westfield, IN
Summers 2007-2008

Things to note about Ginny's resume:

- Ginny uses an objective where she emphasizes competencies that will (or should be) proven through accomplishment statements on the resume.
- Ginny makes good use of quantifiers where possible. For example, "75 children," "4 activity programs," and "12 public awareness programs."
- Her format for listing experience is different from Spock's. This works especially well for someone who has held multiple positions with one organization where each position had very specific accomplishments that do not overlap from position to position, like Ginny's experience with the Union Board.
- While Ginny tries to consistently use concrete skills to begin her accomplishment statements, she sometimes begins with adjectives or weak skills like "independently" or "worked." This is acceptable but should be avoided where possible in preference of concrete skills to begin accomplishment statements.

Spock McFaddin

2112 N. Dogwood Ave.,
Bloomington IN 47405 (Until May 30th)

14 E. Quantum Blvd.,
Los Angeles CA 90041 (After May 30th)

(323) 254-8421 • spock@spockmcfaddin.com

EDUCATION

Indiana University, Bloomington, IN (May 2010)

Bachelor of Arts

Major: Telecommunications; Minor: Business

FILM AND TELEVISION EXPERIENCE

Course Projects, IU Telecommunications Dept., Bloomington, IN (September 2008 – Present)

Director, Producer, Actor, and Editor

- Scripted, directed, and produced 8 short films and 1 feature-length film
- Shot movies using both film (Super 8, 35 mm, 16 mm) and digital cameras
- Edited 12 short films and 1 feature-length film using iMovie, Final Cut Pro, Avid, Sorenson, and Live Type
- Acted in a main role in 4 short films and 1 feature-length film, acted in bit part or as an extra in 10 student films
- Posted short film Professors at Work to YouTube, received over 600,000 views (<http://youtube.com/watch?v=fEDCbaMbxWw>)

Hoosier Date?, IU Student Television, Bloomington, IN (September 2007 – April 2008)

Productions Coordinator

- Scouted locations, acquired permission to film, obtained props
- Organized catering, chauffeuring, and guest booking
- Supervised film crew and extras during filming
- Wrote and distributed press releases
- Designed and built sets, assisted with lighting and sound

LEADERSHIP EXPERIENCE

Delta Pi Delta Pi, Bloomington, IN (September 2008 – Present)

Philanthropy Chair

- Analyze target audience (subsets of college students) and market accordingly
- Lead philanthropy team to organize and run campus-wide Big Dance On Campus series of contests and events for muscular dystrophy charities
- Write monthly reports to stay accountable to fraternity's national governance
- Communicate ideas and plans to school faculty and gained permission for the events
- Supervise sub-teams who organized catering, venues, musical entertainment, and who oversaw competition to winnow 108 Big Dance contestants to 10 finalists

Things to note about Spock's resume:

- Spock has chosen not to use an objective. Remember that an objective is optional.
- He has also chosen not to disclose his GPA. This is fine, but most employers will assume its absence means a low GPA and could result in Spock being disqualified from candidacy.
- Though Spock's fraternity experience is his most recent experience, he used his categories to get the most relevant information toward the top of the resume. (Remember that experience only need be listed in reverse-chronological order within category.)
- Notice that if you were to scan the first word of each accomplishment statement, you'd have a good idea of his skills. Also, Spock does a good job of explicating through his accomplishment statements the specialized knowledge (camera types, software, etc.) he has acquired.